



Illinois Department of Transportation

Memorandum

To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS

From: Becky Koehler
Bureau Chief of Personnel Management

Subject: Technical Vacancy

Date: January 18, 2018

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 19, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, February 1, 2018**. Applications will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

ET I (5 pos)

Studies & Plans Technician
Region 4/District 6/Program Development
Office of Highways Project Implementation
Springfield

Attachments
42498

Technical Applications [PM1080 rev 6/1/17](#) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Thursday, February 1, 2018, 4:30 p.m.** Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



**Illinois Department
of Transportation**

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Engineering Technician I (5 Positions)	Salary:	\$2,640 - \$3,750*
Position Title:	Studies & Plans Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW011-23-56-303-40-01	IPR#:	42498

Office/Central Bureau/District/Work Address:

Office of Highways Project Implementation/Region Four/District Six/Bureau of Program Development/126 E Ash, Springfield, IL

Description Of Duties:

This position assists the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, checking of calculations, and other routine tasks.

Special Qualifications:

Required:

- Overnight travel; overtime

Desired:

- An Associate Degree from an accredited two-year civil engineering technology program or two years of college in pre-engineering or civil engineering technology
- Ability to communicate effectively and follow oral and written instructions
- Working knowledge of math to include trigonometry
- Working knowledge of the preparation and reading of design plans
- Working knowledge of CADD (Microstation or AutoCadd)
- Working knowledge of route surveys
- Knowledge of roadway construction and materials/laboratory testing equipment

Shift/Remarks:

Typically 8:00 am - 4:30 pm / Monday-Friday

THIS IS AN ENTRY-LEVEL POSITION SUBJECT TO A ROTATION PROGRAM.

PLEASE PROVIDE AN OFFICIAL COLLEGE TRANSCRIPT FOR COMPLETED COURSEWORK.

IDOT considers official college transcripts to be original embossed transcripts in a sealed envelope from the university/college or in PDF format sent from the university/college directly to the Bureau of Personnel Management.

*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

**Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	November 2015	POSITION:	Studies & Plans Technician
APPROVED BY:	Roger Driskell	OFFICE/DIVISION:	Division of Highways/District 6/ Program Development
CODE:	PW011-23-56-303-40-01	REPORTS TO:	Studies and Plans Team Manager

Position Purpose

This position is accountable for assisting the squad in the preparation of exhibits, reports and plan sheets for highway and bridge improvements by performing drafting, checking of calculations, and other routine tasks.

Dimensions

Project Studies:	2-3 annually
Contract Plans:	2-6 annually
	\$2,000,000 to \$20,000,000 in contract value
Public Meetings:	1-2 annually

Nature and Scope

This position reports to a Senior Studies & Plans Team Engineer / Manager, or Studies & Plans Team Engineer / Manager, as do 1 to 5 other design team members. There are no subordinates reporting to this position.

The position may be enrolled in a rotation program and may be assigned to various sections or bureaus in the District. These responsibilities may involve performing various assigned duties within the sections of Programming, Studies and Plans, Project Support, Land Acquisition, Construction, Materials, Local Roads, Maintenance, Bridges, and Traffic.

The incumbent is a member of an interdisciplinary study team which is responsible for highway projects from initial planning work through preparation of contract plans and specifications. This function primarily involves tasks assigned by the Team Manager which may include preparation of exhibits and maps, completing data collection; assisting in the completing of project reports; computer aided design and drafting of typical cross sections, plan and profile sheets, special details and cross sections; calculation of earth work and other pay item quantities, and checking of quantity calculations and other duties as assigned.

Typical problems encountered by the incumbent include ensuring that details and exhibits are in compliance with prescribed standards and specifications. The incumbent's greatest challenge is to ensure the exhibits and plans sheets are clear, concise and completed in a timely manner.

Functions personally performed by the incumbent include gathering of data for project studies and reports; determinations of construction limits; calculation of quantities; drafting of special design details; preparation of exhibits and maps required for internal meetings and meetings with the public and other agencies; and checking of earth work and other calculations.

The incumbent must perform his/her duties in accordance with the guidelines of the AASHTO Design Manual, the IDOT Policy and Procedural Manual, and design policies and procedures. This position has sufficient latitude to accomplish prescribed objectives with a minimum of supervision. Assignments requiring deviation from generally accepted standards will normally require input from the Team Manager.

The incumbent has frequent contact with his/her Team Manager. There are occasional contacts outside the squad for the purpose of obtaining information pertaining to specific problems. This position may require overtime and overnight travel.

The effectiveness of this position is measured by the quality, quantity and timeliness of completion of the assigned tasks.

Principal Accountabilities

1. Drafts detailed layouts of highway improvements utilizing CADD, which are used in the preparation of complete design plans.
2. Performs routine calculations for quantities.
3. Assists with informational meetings, public hearings, and presentations to describe projects, including the preparation of exhibits and maps.
4. Ensures assignments are accomplished in an accurate and timely manner in compliance with design standards and specifications.
5. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
6. Performs other duties as assigned.